

# CHULA VISTA POLICE DEPARTMENT NEIGHBORHOOD WATCH STARTER KIT

C O M M U N I T Y   R E L A T I O N S   U N I T



**"It begins with sharing information with your neighbors  
about what happens on your street."**

---

**Welcome to Neighborhood Watch.  
Your starter kit includes:**

- Signage Resources
- Interest Letter & Meeting Invitation
- Crime Prevention & Safety Tips
- Important Contact Numbers
- Resource Information and Important Services & Programs

**Please contact Community Relations with any questions or concerns at  
619-691-5187.**



# What is Neighborhood Watch?

C O M M U N I T Y   R E L A T I O N S   U N I T



## Neighborhood Watch is.....

a crime prevention program that enlists the active participation of residents in cooperation with law enforcement to reduce crime, solve problems, and improve the quality of life in your area. In it you will get to know and work with your neighbors, and learn how to:

- Recognize and report crimes and suspicious activities,
- Protect yourself, your family, and your property,
- Protect your neighbor's family and property, and
- Identify crime and disorder problems in your area while working with Chula Vista Police personnel on strategies and techniques to deter crime.

### How to Start and Maintain a Neighborhood Watch Program

The following steps explain how to get a Neighborhood Watch program started and maintained in your area:

**Talk to your neighbors.** See if there's interest in forming a Neighborhood Watch group in your area. Tell your neighbors about the benefits of a program and the problems to be addressed. Ask about convenient times and places for the first meeting. Be sure to mention that Neighborhood Watch does not require frequent meetings or personal risks, and that Chula Vista Police Personnel will be there to present information and answer questions.

### Planning the first meeting.

Select a date, time, and place for the first meeting and coordinate with the Community Relations Unit at 619 691-5187.

Meetings are usually held at a home, school, church, or community center. Distribute flyers a few days before the meeting. We will have a sign in sheet, which includes a space for phone numbers, addresses, & email. You will then utilize that sign in sheet to communicate with members of the watch group. We will bring fliers on a variety of crime prevention and safety topics.

**Hold meetings twice a year or at least annually to sustain the watch group.**



# Neighborhood Watch Block Captain

## C O M M U N I T Y   R E L A T I O N S   U N I T



## **YOUR RESPONSIBILITY AS BLOCK CAPTAIN**

After your Neighborhood Watch Block is implemented, it is important to keep your group active and maintain an interest level. Communicating with your neighbors and the Police Department is key. Establishing a Face book Page for your Neighborhood Watch Group is one way to sustain interest and allow group members to share information on a continual basis.

1. Provide the meeting place and supply nametags for attendees.
2. Supply refreshments (examples: coffee and cookies).
3. Contact the Community Relations Unit (619 691-5187) for secondary meetings. Always plan to meet annually or even twice a year.
4. You are responsible for distributing information and Neighborhood Watch bulletins to the residents on your block. The Community Relations Unit will provide the materials.
5. If you move from the area, please contact a neighbor on your block to request if they will assume the responsibilities of Block Captain and report this information to the Community Relations Unit.
6. If you wish you can create and distribute a Neighborhood Watch Area Map and include phone and email list from the sign in sheet.

If you create a map of your block it will aid in clearly identifying homes on your block. The information is confidential and only the residents on the block will be supplied with a copy. This map is used to help members give adequate information when reporting suspicious activity in your neighborhood.

If agreed you can show the name, address and phone number of each home. It is recommended that both the home, business and cell phone numbers be included. It is important to keep the map updated and reflect all changes in residents, phone numbers, etc. If the group agrees, collect money for the purchase of Neighborhood Watch signs and window decals. Seek a co-captain to assist you in collection of money for signs, decals, and distribution of handout material.



# CHULA VISTA POLICE DEPARTMENT HOME SECURITY CHALLENGE

COMMUNITY RELATIONS UNIT



## Is the security in your home sufficient enough to deter a criminal?

See how your home measures up—and learn how you can make your home a harder target for potential burglars.

1. Are there clear views of all windows and doors? Yes\_\_\_ No\_\_\_

*The more private an area is, the more likely it is to attract the attention of a criminal. Trim trees and shrubs that block sight lines to your windows and doors.*

2. In the evening, is there visible interior or exterior lighting that gives the impression that you are home, even if you're not? Yes\_\_\_ No\_\_\_

*Install outside lighting to eliminate dark areas around doors or windows. Use motion lights with a low intensity feature as an alternative to bright constant level lighting.*

3. Do all of your exterior doors have a deadbolt with at least a one-inch throw?

Yes\_\_\_ No\_\_\_

*Criminals with tools easily defeat conventional key in the knob locks. Deadbolts should be installed on all exterior doors.*

4. Are the screws that secure your entry doors and strike plates of your home at least 3 inches long? Yes\_\_\_ No\_\_\_

*Most door installations use screws less than one inch in length. This results in a door that appears secure but is relatively weak and easily prone to being kicked in. Door kick break-ins to homes are becoming common. To secure a door properly the screws should be at least three inches long.*

5. Have you taken steps to reinforce any windows/glass located in or next to doors?

Yes\_\_\_ No\_\_\_

*Glass within 40 inches of a door lock can be broken and a criminal can reach inside to unlock the door. The security of windows at the sides of doors can be improved by adding a polycarbonate panel, or other materials.*

6. Can you clearly see who is at the door without opening it?

Yes\_\_\_ No\_\_\_

*Every entrance door should have a convenient way of clearly seeing who is there without opening it. For most doors this will require the installation of a wide-angle lens peephole or door scope. Chain locks*



Chula Vista Police Department  
Community Relations Unit

*should not be used as a security device as they are easily broken. Security screen doors provide additional security to any door. It's safest not to open up the door at all to strangers.*

**7. If you have a sliding door, do you have screws in the top of the track to prevent the door from being lifted out when the doors are in the closed or locked position?**

Yes\_\_\_ No\_\_\_

*There is a one-inch gap at the top of sliding glass doors, which allow them to be lifted out of the tracks. Install three flat head screws in the upper track of the doors in the closed position to prevent criminals from lifting them out.*

**8. If you have a sliding glass door, do you have a snug fitting wooden or a metal dowel in the bottom track, or a security bar to prevent the door from opening? Yes\_\_\_ No\_\_\_**

*The standard locks on sliding doors are easily defeated. A snug fitting metal or wooden dowel should be added. Other secondary locking devices should be considered.*

**9. Do your windows have a pin, thumb turn lock, or other secondary after market locking devices in case the normal window lock is defeated? Yes\_\_\_ No\_\_\_**

*Most window locks are easily defeated. Criminals target windows because they are easy to jimmy open. Pinning your windows, using thumb turn locks with screws and drilled holes, putting screws in the top track, or using snug fitting wooden or metal dowels are all methods to be used to prevent your windows from being opened by a criminal.*

**10. Do you always close and lock your garage door? Yes\_\_\_ No\_\_\_**

*Thefts from garages are one of the most common, yet easily prevented crimes. Keep garage doors closed and locked. Keep ladders in the garage.*

**11. Have you engraved your valuable items and taken pictures of those you can't engrave? Yes\_\_\_ No\_\_\_**

To see how your home measures up, please add up the number of "Yes" responses and find out if you need to take action!

**0-5 "Yes" answers: There appears to be very little security in place. Please consider improving your security.**

**6-10 "Yes" answers: You are security conscious. Your home needs few improvements to become a more difficult target.**

**11 "Yes" answers: You have taken necessary home security measures to deter a potential burglar. Your home is a difficult target.**

For more information please contact the Community Relations Unit of Chula Vista Police Department at 619 691-5187

# CHULA VISTA POLICE DEPARTMENT

## Join us to learn ways to discourage criminals and criminal activity:

Dear Neighbor:

We'd like to invite you to join in our efforts to start a Neighborhood Watch group. Neighborhood Watch is one of the longest-standing and most effective crime prevention programs in the country, bringing citizens together with law enforcement to deter crime and make communities safer.

### ***THE GOALS OF THE NEIGHBORHOOD WATCH:***

- To reduce the level of fear and crime in your neighborhood.
- To encourage citizens to accept part of the responsibility to improve their neighborhood.

Neighborhood Watch residents are alert, observant and willing to report suspicious activity or crimes to the police. This program counts on citizens to work with law enforcement--they become the extra sets of eyes and ears in the neighborhood. We believe that the people that know most about what is going on around them probably live in the area!

It takes the participation of most residents in a neighborhood to create and sustain an effective, active group. Together, we can work to reduce crime, solve problems, and improve the quality of life when we partner with the Chula Vista Police Department through this important program.

We hope you will consider joining in.

Building community spirit starts with each individual.

## ***We can make a difference together.***

### ***IMPORTANT CONTACTS:***

- To report suspicious or illegal activity IN PROGRESS: 9-1-1
- To report suspicious or illegal activities NOT in progress: (619) 691-5151
- Neighborhood Watch Coordinator & Program information: (619) 691-5187
- Chula Vista Police Department website: [www.chulavistapd.org](http://www.chulavistapd.org)



# Attend the Meeting



## Take a stand against crime in your neighborhood.

Dear Neighbor:

We'd like to invite you to join in our efforts to start a Neighborhood Watch group. Neighborhood Watch is one of the longest-standing and most effective crime prevention programs in the country, bringing citizens together with law enforcement to deter crime and make communities safer.

### **THE GOALS OF THE NEIGHBORHOOD WATCH:**

- *To reduce the level of fear and crime in your neighborhood.*
- *To encourage citizens to accept part of the responsibility to improve their neighborhood.*

Neighborhood Watch residents are alert, observant and willing to report suspicious activity or crimes to the police. This program counts on citizens to work with law enforcement--they become the extra sets of eyes and ears in the neighborhood. We believe that the people that know most about what is going on around them probably live in the area!

It takes the participation of most residents in a neighborhood to create and sustain an effective, active group. Together, we can work to reduce crime, solve problems, and improve the quality of life when we partner with the Chula Vista Police Department through this important program.

We hope you will consider joining in. ***Building community spirit starts with each individual.***

## ATTEND THE NEXT MEETING:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Place: \_\_\_\_\_

**We can make a difference together.**

Your community leader(s) is/are:

\_\_\_\_\_

### **IMPORTANT CONTACTS:**

- *To report suspicious or illegal activity IN PROGRESS: 9-1-1*
- *To report suspicious or illegal activities NOT in progress: (619) 691-5151*
- *Neighborhood Watch Program information: (619) 691-5187*
- *Chula Vista Police Department website: [www.chulavistapd.org](http://www.chulavistapd.org)*





# CHULA VISTA POLICE DEPARTMENT

## IMPORTANT NUMBERS & COMMUNITY RESOURCES



### COMMUNITY RELATIONS UNIT

#### CITY DEPARTMENTS

#### POLICE DEPARTMENT

Emergency	911
CVPD Dispatch non-emergency	619-691-5151
Police Storefront	619 421-2309
Traffic Division	619-476-5320
Impounded Vehicles (Recorded info)	619-585-5796
Abandoned Vehicles	619-476-5365
Investigations	619-691-5285
City Jail	619-691-5220
Records	619-691-5137
Alarm Permits	619-585-5719
Senior Volunteer Patrol	619-476-2417
Explorer Information Hotline	619-476-2435

#### COMMUNITY RESOURCES

South Bay Community Services	619-420-3620
Child Protection Services Hotline	858-560-2191
Elder Abuse Hotline	800-510-2020
Identity Theft Resource Center	858-693-7935
National Conflict Resolution Center	619-238-2400
<a href="http://www.ncrconline.com">www.ncrconline.com</a>	

Chula Vista Fire Department	619-691-5055
Code Enforcement Hotline	619-691-5280
Graffiti Abatement	619-691-5198
Traffic Engineering Department (streetlights, pot holes, signs)	619-691-5021
Animal Control	619-691-5123
Public Works (requests for service)	619-397-6000
Library: Civic Center Branch	619 691-5069
South Chula Vista Branch	619 585-5755

#### ONLINE RESOURCES

<http://meganslaw.ca.gov>

[www.nixle.com](http://www.nixle.com) (a free, secure communication that sends traffic, police and community news from the city to your email or cell phone.)

[www.ncpc.org](http://www.ncpc.org) (National Crime Prevention Council)

[www.sdcrimestoppers.com](http://www.sdcrimestoppers.com) (Crime Stoppers)

[www.missingkids.com](http://www.missingkids.com) (National Center for Missing and Exploited Children)

#### Crime Statistics:

Automated Regional Justice Information System (ARJIS)

[www.arjis.org](http://www.arjis.org)

[Crimemapping.com](http://Crimemapping.com)

#### Neighborhood Watch window decals & sign vendor Resources

[nnwi.org](http://nnwi.org)

[csisigns.com](http://csisigns.com)

#### Resources available through the Community Relations Unit:

Neighborhood Watch Program

Crime Free Multi Housing Assessments

Crime Prevention Through Environmental Design (CPTED)

Safety Presentations

Security Consultations





## Resources for personal/neighborhood safety:

**Personal Safety:** Get tips on how you can stay safe at home, in your car, and wherever you may want to be.

**Vehicle Safety:** Find out ways to deter break-ins and auto theft.

**Reporting Suspicious Activity:** Know what to look for and how to report what you see to the police.

**Identity Theft:** Find ways to protect yourself against thieves you can't see.

**Safe Streets Now:** Empowers individuals and neighborhood groups to use a civil court process to make their neighborhoods peaceful and secure.

**Crime Prevention Through Environmental Design (CPTED):** Learn how your surroundings can attract or deter criminal behavior.

### Get Started!

Call the Community Relations Unit at (619) 691-5187.

A member of the unit will work with you regarding your specific needs, or the needs of your community.

**Crime Free Multi Housing:** This program is designed to help residents, owners, and managers of rental property keep drugs and other illegal activity off their property. It's easy, honest, and direct – and very effective in reducing the incidence of crime in rental property.

When criminals and other destructive residents operate out of rental property, neighborhoods suffer and landlords pay a high price. When crime takes over, here are a few things to consider:

- Decline in property values, particularly when the activity begins affecting the reputation of the neighborhood

- Property damage arising from abuse, retaliation, or neglect

- Fire resulting from manufacturing or growing operations

- Civil penalties, including temporary closure of the property or even property seizure

- Loss of rent during the eviction and repair periods

- Fear and frustration when dealing with dangerous and threatening residents

- Increased resentment and anger between neighbors and property managers

- The loss of other valued residents

The program utilizes a unique three-part approach that ensures the crime prevention goal, while maintaining an approach that is very resident-friendly. The Chula Vista Police Department has been certified as a California State Training Facility for the Crime Free Program.

# HOW TO BE A GOOD WITNESS



## COMMUNICATIONS CENTER

619 691-5151 Non-emergency 911 Emergency

If you have witnessed or are witnessing a crime in progress, try to remain calm and remember the most important detail is LOCATION. The police department can't help if they don't know where you are. Modern technology is helpful but in some circumstances does not provide the necessary information. The 911 system provides an address, phone number and resident/business name if the call is from a landline. Cell phones only provide latitude and longitude. While knowing the latitude and longitude helps, this only narrows a location down to within 100 meters in any direction. Unfortunately, the sophisticated equipment shown on television crime dramas and police shows isn't real life.

Dispatchers try to keep people on the phone while a crime is occurring whenever possible in order to give responding officers real-time updates. While it may appear the dispatcher is 'wasting time' asking for this information, these real-time updates are being added directly to the call and immediately relayed to the responding officers in the field. The more information gathered and disseminated quickly, the better chance police have of preventing further injury, property loss and catching the suspects or person(s) responsible.

The following tips will help you to be a good witness.

1. Location, Location, Location. If you don't know the exact address, a street name and a hundred block, or closest intersection helps. Landmarks are good for most dispatch staff as well.
2. What happened? Was it a crime or an accident? We will ask direct questions to try and ascertain what the officers will be dealing with at the scene.
3. Is anyone injured? Is medical assistance necessary?
4. Are/were any weapons involved? If so what kind of weapon(s)? Where is the weapon now?
5. Is the suspect still there? Is he/she still in the area? Who is the suspect? What do they look like? The dispatcher will prompt you for a general physical description such as race, height, weight, hair color and clothing the suspect is wearing.
6. If the suspect left, try to get a direction of travel. Did they leave on foot or in a vehicle? If they left in a vehicle, try to get a description of the vehicle (ie. color, make, model, body style and license plate). Be sure to note if there was anything unusual about the vehicle (ie. camper, bumper stickers, broken windshield, tinted windows, etc.) The dispatcher will ask for this information and prompt you for answers.



## SUSPICIOUS ACTIVITY LOG



C O M M U N I T Y R E L A T I O N S U N I T

Take a stand against crime.

Documentation provides great information for law enforcement and this form allows you to write things down as they occur instead of relying on your memory and possibly providing misinformation. Any time you are documenting, always remember to put your safety first and avoid situations that may put you in harm's way. Documentation should always be done as discreetly as possible.

Suspicious Activity:	Date:	Time:	Location:
Suspect vehicle description:	Suspect vehicle plate:	Suspect Description:	
Victim vehicle Description:	Victim vehicle plate:	Victim Description:	

Suspicious Activity:	Date:	Time:	Location:
Suspect vehicle description:	Suspect vehicle plate:	Suspect Description:	
Victim vehicle Description:	Victim vehicle plate:	Victim Description:	

Suspicious Activity:	Date:	Time:	Location:
Suspect vehicle description:	Suspect vehicle plate:	Suspect Description:	
Victim vehicle Description:	Victim vehicle plate:	Victim Description:	



# Don't let your car be a victim!

San Diego County's top crimes are vehicle theft and vehicle burglary.

**They can be prevented.**



## PREVENT VEHICLE THEFT

### Get a hidden kill switch.

Thieves don't like them because they can't find them! \$15-\$125; installed in automotive electric shops

### Other ways to deter thieves:

- Use a brake pedal lock
- Park in a secure garage or gated area when possible
- Always lock your doors
- NEVER leave your keys in the ignition, even for a minute!

### Looking for a new car?

Make sure it has a transponder-based passive immobilizer. Visit [www.chulavistapd.org/autotheft/immob](http://www.chulavistapd.org/autotheft/immob) for a listing of newer vehicles with this feature.

## PREVENT VEHICLE BURGLARY

### NEVER leave valuables in view, even if your car is locked!!

- Purses and wallets
- Briefcases/backpacks
- Money/credit cards
- Cell phones
- Sports equipment
- Computers
- CDs
- Cameras
- Clothing

### Other ways to deter thieves from breaking into your car:

- Always lock your car.
- Completely close car windows.
- Take out removable radios/face plates.
- Park in well-lit areas.
- Park in attended lots.
- Install an audible alarm.
- Avoid parking between large vehicles.

### Look for people doing suspicious activities such as:

- Pulling on door handles
- Looking into car windows
- Lookouts
- Nervous--looking around, moving slowly or quickly
- Checking for car alarms by bumping or hitting the window or bumpers for sensitivity

### Take extra care in these areas:

- Trolley stations
- Apartment complex parking lots
- Shopping centers
- Fitness center parking lots
- On-street parking at night

Get your neighborhood crime statistics at [www.mapping.arjis.org](http://www.mapping.arjis.org)

Chula Vista Police Department • 315 Fourth Ave • Chula Vista, CA 91910 • Emergency: 911 • Non-emergency: 619-691-5151

This project was supported by Grant No. 2009-SC-B9-0086 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the SMART Office, and the Office for Victims of Crime. Points of view or opinions in this document are those of the author and do not represent the official position or policies of the United States Department of Justice. People in the photographs are models.

# Vacation Check Program

S E N I O R   V O L U N T E E R   P A T R O L



## GOING AWAY FOR VACATION?

---

The Senior Volunteer Patrol Unit of Chula Vista Police Department offers the opportunity for citizens in Chula Vista to have their home checked on when away for vacation. There is no fee for this service and the family or individual can utilize the service for up to 90 days. The following criteria needs to be met:

- The home must currently be lived in. Homes that are vacant or undergoing construction or renovation and are currently empty do not qualify.
- The home can't be occupied during the vacation checks by a relative or someone house sitting, etc.
- The home must be in our jurisdiction of Chula Vista & Bonita.
- Information must be provided if there will be authorized visitors going to the home for purposes of feeding fish, watering plants, etc. and a password will be established between the vacationer(s) and Senior Volunteer Patrol.
- Emergency contact information must be provided for the vacationing family and of someone local to reach in the event of an emergency.

To order a vacation check please contact the Senior Volunteer Patrol Unit at 619 476-2417.

# CHULA VISTA POLICE DEPARTMENT YANA PROGRAM

S E N I O R   V O L U N T E E R   P A T R O L



## You Are Not Alone (YANA)

---

SENIOR?  
DISABLED?



YOU ARE NOT ALONE, commonly called YANA, is designed as an outreach program for disabled or senior citizens who live alone.

This service is provided free of charge for citizens who live in the jurisdiction for CVPD.

Members of the Senior Volunteer Patrol Program (SVP) check on the welfare of YANA participants with personal phone calls or visits at their homes on a regular basis.

The SVP is made up of concerned volunteers who take time to patrol business and residential areas. They are clearly recognizable by their blue and white uniforms and white patrol cars.

It only takes a moment to sign up for the YANA program. Then you and your loved ones can be secure knowing the trained men and women of the SVP will be looking out for the well being of the YANA participant.

Please contact the Senior Volunteer Patrol Unit at 619 476-2417 to get started.

